

Academic Guidelines for Chinese Language Students (Programs C/D/E)

Dept. of Chinese Programs (Office 123) Tel: 021-62373507

1、 Class Change

- Student can apply for class change on Monday and Tuesday of the second week or after the first monthly exam for the classes.
- Changing into lower level class needs the permission of your head teacher and the office 123. Changing into higher level needs the permission of your head teacher (the grade of the course of month exam over 90), then needs to pass the upgrading test at office 123. Class change in the same level is not permitted
- Student can start in the new class only with the Class Change Permission slip.

2、 Proof of Enrollment

- Students requesting for a "Proof of Enrollment" should go to Office 123 beforehand and pick it up on Wednesday or Thursday.

3、 Regulation on Examination

- Be punctual. No supplementary examination for personal reasons.
- Strictly abide by exam disciplines.

4、 School Suspension & Drop-out

- Students unable to continue study must apply for suspension or drop-out in office 123. The deadline of suspension is the 5th week. Students must show proof from the doctor or company. And he/she must inform office 123 if he/she continues study or not before next semester. The tuition remained can only be used for the same program next semester. Suspension and changing programs will not be accepted after designated dates (including one-to-one study). Students who do not continue to study are treated as automatic Dropouts.
- Half of tuition will be refunded to students who ask for withdrawing from the school within the first week. There is no refund for student who asks for withdrawal since the second week of the semester. Student who has already dropped-out cannot be allowed to come back to school in the same semester.
- School will finish the suspension or drop-out procedure according to *Regulations on Visa and Residence Permit for International Students*.

5、 Attendance

- Students should contact their instructors if they will miss classes for excused reasons less than one week. All absence requests and excuses more than one week must be discussed with Academic coordinator in office 123. Doctor's note is required for the absence due to sickness.
- Three sickness or excused absence will be considered two unexcused absences. Three late or early drops respectively less than 15 minutes will be considered one unexcused absence. Arriving more than 15 minutes late or leaving more than 15 minutes early will be considered an unexcused absence.
- Students whose absence rate is higher than 1/3 of total hours will be disqualified for final exam.

6、 Scholarship & Rewards

- The scholarship can offset part of tuition cost of the next semester.
- The university offers awards as follows:
- ① Excellent Student:
Scholarship of 600Yuan/person;
Prizes and certificates
 - ② Learning Progress Prize:
Scholarship of 300 Yuan/person;
Prizes and certificates
- Excellent Class: Certificate; A prize for each student.

7、 Completion

- Students can get the Completion Certificate if he/she fits in all of following conditions:
 - Attendance rate is higher than 2/3 of total contact hours.
 - Pass the final Examination is a must. (Both written and oral test)
 - All the courses have been passed.
- Students can get the Completion Certificate at the Completion Ceremony.